



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5354.1C
3AP
03 SEP 1997

STATION ORDER 5354.1C

From: Commanding Officer
To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1C
(b) MCO 5354.3
(c) MCO 5354.2D
(d) MCO 5300.10B
(e) MCO 5390.2D
(f) MCO 1700.23E
(g) MCBul 5354 dtd 25 Feb 94
(h) ABO 5354.2

Encl: (1) Department of the Navy Core Values Charter
(2) Commanding Officer's Statement on Equal Opportunity
(3) Commanding Officer's Statement on Sexual Harassment
(4) Military Personnel Race/Ethnic Statistics Report
(5) Discrimination and Sexual Harassment (D.A.S.H.) Report Format
(6) Cultural/Ethnic Observance Schedule

1. Purpose. To publish the command's policy statement, assign responsibilities, establish procedures and to set forth training requirements as required by reference (a).

2. Cancellation. StaO 5354.1B.

3. General

a. Discriminatory practices and biases within the Marine Corps are counterproductive and unacceptable. Not only do they undermine morale, thus reducing combat readiness, but they also prevent maximum utilization and development of our most vital asset, our human resources. Therefore, equality of treatment and opportunity for all Marine, Sailors and civilian personnel as established by law and regulations is the policy of the Marine Corps and this command.

b. A military Equal Opportunity Advisor (EOA) is assigned to the Station Inspector's Office. The EOA will advise and assist station and tenant unit commanders on all equal opportunity issues, to include sexual harassment, discrimination, EO training and reporting requirements. Additional guidance is contained in reference (b).

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c. The Affirmation Action Plan (AAP) is a working document that establishes procedures for evaluating the progress of the Equal Opportunity Program and assists in the development or revision of equal opportunity objectives. The current Marine Corps AAP is contained in reference (c).

4. Policy. Marine Corps policies on equal opportunity and sexual harassment are contained in references (a) and (d), respectively. Commander, Marine Corps Air Bases Western Area policies are contained in reference (e). Enclosure (1) contains the Department of the Navy Core Values Charter upon which the Marine Corps was founded and is guided by to this day. This command's policies are contained in enclosures (2) and (3). Commanders will ensure widest dissemination of these policies and ensure that they are posted on all unit bulletin boards.

5. Action

a. Commanding Officers

(1) Appoint a Unit Equal Opportunity Officer.

(2) Conduct an effective equal opportunity training program to include, but is not limited to, the provisions of references (d) and (e).

(3) Establish and publicize complaint procedures per reference (f).

(4) Ensure required reports are completed per references (a), (b) and (g). The EOA will submit the information required by reference (g) to CMC (Code MPE) via computer terminal. Enclosures (4) and (5) are provided to assist/document the reporting process.

(5) Publicize the availability of the EOA to provide advice on equal opportunity issues and to answer questions for any military member assigned to any unit at MCAS Yuma.

(6) Request the services of the EOA when appropriate in accordance with the duties outlined in reference (b).

b. Station Inspector

(1) Act as the approval authority for any unusual requests for the EOA's services, as well as those items in reference (b) requiring approval/direction.

(2) Investigate any allegation of discrimination or sexual harassment directed against the chain of command.

c. Station Equal Opportunity Officer

(1) Maintain liaison with subordinate unit equal opportunity officers and base agencies that can further the goals of the equal opportunity program.

(2) Submit any command level reports as may be required by CMC (Code MPE).

(3) Initiate action on appropriate cultural/ethnic observances per enclosure (6).

d. Equal Opportunity Advisor (EOA)

(1) Carry out all activities/functions contained in reference (b) and other activities directed or approved by the Station Inspector.

(2) Maintain liaison with all station and tenant unit equal opportunity officers, and other agencies/personnel deemed appropriate.

e. All Addressees

(1) Ensure all personnel are fully aware of the appropriate complaint procedures.

(2) Encourage participation in cultural/ethnic observances.

6. Summary of Revision. This revision contains a number of changes and should be reviewed in its entirety.


C. J. TURNER

DISTRIBUTION: A

03 SEP 1997



Department of the Navy



CORE VALUES CHARTER

As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege.

"HONOR"

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

"COURAGE"

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

I will:


- Have the courage to meet the demands of my profession and the mission entrusted to me.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

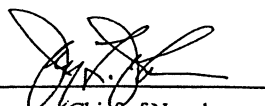
"COMMITMENT"

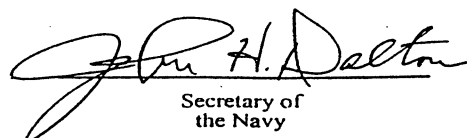
The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

I will:

- Foster respect up and down the chain of command.
- Care for the professional, personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.


Commandant of
the Marine Corps


Chief of Naval
Operations


Secretary of
the Navy

**MARINE CORPS AIR STATION, YUMA, ARIZONA
EQUAL OPPORTUNITY POLICY STATEMENT**

The concept of equal opportunity requires that fair and equitable treatment be provided for every Marine, Sailor, and civilian of the Marine Corps Air Station.

Every member of this command will be afforded the opportunity for professional and personal advancement regardless of race, color, religion, gender, or national origin. Anything less would be a disservice to our most valuable asset, and will not be tolerated.

All military and civilian personnel are expected to not only promote equal opportunity, but also to live it. Additionally, I expect all commanders and supervisory personnel to take swift action on any complaint of discrimination. I will not tolerate reprisals against any person who files a complaint.

Equal opportunity is one of the basic concepts behind our leadership traits and principles. We must continue to strive towards incorporating fair and equitable treatment into every aspect of Marine Corps life.

I personally endorse and support our Commandant's policy of mutual respect and a fair organizational climate. I expect the same level of support from all personnel.



C. J. TURNER
Colonel, U. S. Marine Corps
Commanding

**MARINE CORPS AIR STATION, YUMA ARIZONA
SEXUAL HARASSMENT POLICY STATEMENT**

Sexual harassment will not be tolerated aboard the Marine Corps Air Station. This type of conduct is contrary to the standards of integrity, impartiality and discipline expected of all Department of Defense personnel.

Not only does sexual harassment lower personal self-esteem and impact on unit cohesion - it also degrades combat readiness.

All Air Station personnel have an obligation to work towards an environment of mutual respect. My desire and goal is to provide a work place free of sexual harassment for every Marine, Sailor and civilian.

Integral to my goal is the requirement for every commander and supervisor to take appropriate action on any sexual harassment complaint. Reprisals against complainants are not acceptable and will not be tolerated.

I personally endorse and support our Commandant's policy on sexual harassment and expect no less from all personnel.



C. J. TURNER
Colonel, U. S. Marine Corps
Commanding

03 SEP 1997

MARINE CORPS EQUAL OPPORTUNITY MANUAL

COMMAND MILITARY PERSONNEL RACE/ETHNIC STATISTICS FORMAT

REPORTING PERIOD: SEMI-ANNUAL

	See note 1	White	AI/AN	AA/PI	Black	Hispanic	Other/ Unknown	Total Minority	Total Women	Total Command
I. On-Board Strength										
A. Number Males										
B. Number Females										
C. Percentage Males										
D. Percentage Females										
II. Promotions										
A. To Sergeant										
1. Males Eligible										
2. Females Eligible										
3. Males Selected										
4. Females Selected										
5. % Males Selected										
6. % Females Selected										
B. To Corporal										
1. Males Eligible										
2. Females Eligible										
3. Males Selected										
4. Females Selected										
5. % Males Selected										
6. % Females Selected										
C. To Lance Corporal										
1. Males Eligible										
2. Females Eligible										
3. Males Selected										
4. Females Selected										
5. % Males Selected										
6. % Females Selected										

ENCLOSURE (4)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

	White	AI/AN	AA/PI	Black	Hispanic	Other/ Unknown	Total Minority	Total Women	Total Command
III. Recognition									
A. Medals									
1. Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. % Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. % Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Certificates of Commendation/Meritorious Masts									
1. Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. % Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. % Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
IV. Education									
A. Male (#'s)									
1. Some College	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Non-High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Number Enrolled in Off-Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Percent Enrolled in Off-Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Female (#'s)									
1. Some College	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Non-High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Number Enrolled in Off-Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Percent Enrolled in Off-Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
V. Discrimination/Harassment Complaints									
A. Male (# reported)									
1. Discrimination	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Sexual Harassment	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENCLOSURE (4)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

	White	AI/AN	AA/PI	Black	Hispanic	Other/ Unknown	Total Minority	Total Women	Total Command
B. Female (# reported)									
1. Discrimination									
2. Sexual Harassment									
VI. Disciplinary Actions									
A. NJP (Total)									
1. Males									
2. Females									
B. Court-Martial (All)									
1. Males									
2. Females									
VII. Admin Discharges (Prior to Normal EAS/ECC)									
A. Honorable (Total)									
1. Males									
2. Females									
B. General (Total)									
1. Males									
2. Females									
C. Other than Honorable									
1. Males									
2. Females									
VIII Reenlistments									
A. Eligible (Total)									
1. Males									
2. Females									
B. Recommended (Total)									
1. Males									
2. Females									
C. Reenlisted (Total)									
1. Males									
2. Females									

ENCLOSURE (4)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

	White	AI/AN	AA/PI	Black	Hispanic	Other/ Unknown	Total Minority	Total Women	Total Command
IX. Training completed during this reporting period									
A. BSEP									
1. Males									
2. Females									
B. Sergeants Course									
1. Males									
2. Females									
C. SNCO Career Course									
1. Males									
2. Females									
D. SNCO Advance Course									
1. Males									
2. Females									

Notes: (1) Abbreviations for Race/Ethnic Identifiers

(AI/AN) American Indian/Alaskan Native
(AA/PI) Asian American/Pacific Islander

ENCLOSURE (4)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT FORMAT

I. The major command will notify the CMC (MPE) via DASH within 30 days of an immediate commander receiving a formal report or allegation of discrimination, to include sexual harassment. The complaint will be entered into DASH by the installation EO Advisor. The major command will submit an INITIAL DASH report to notify the CMC (MPE) of the status of the complaint using the format in paragraph A. (LEAVE DATA ELEMENTS BLANK WHEN INFORMATION IS UNAVAILABLE OR DETERMINATION HAS NOT BEEN MADE.) Paragraph B provides format for CONTINUATION or FINAL status update DASH reports of this incident.

A. Mail format for those commands not near an equal opportunity advisor.(1) INCIDENT DESCRIPTION

- (A) INCIDENT NO: (Use major command MCC, FY, and number Sequentially. Example H53-94-001).
(B) DATE REPORTED: (YYMMDD)
(C) REPORT TYPE: (INITIAL/CONTINUATION/FINAL)
(D) REPORTING SERVICE: (USMC/USMCR/USN/CIVILIAN/FAMILY MEMBER/OTHER/UNKNOWN)
(E) UIC/MCC: (ACTIVITY FILING THIS REPORT)
(F) POC: (NAME, GRADE, ADDRESS, PHONE NUMBER, ELMS ID)
(G) DATE(S) OF INCIDENT: FROM: (YYMMDD) TO: (YYMMDD)
(H) TYPE DISCRIMINATION: (AGE/SEX/RELIGION/RACE/ETHNIC/SEXUAL HARASSMENT/OTHER/SPECIFY)
(I) LOCATION: (ABOARD SHIP, AT SEA/ABOARD SHIP, IN PORT/OFF BASE, US/OFF BASE, OVERSEAS/ON BASE, US/ON BASE, OVERSEAS/OTHER, SPECIFY)
(J) REPORTED THROUGH: (REQUEST MAST/CHARGE SHEET/CONGRESSIONAL INQUIRY/DON OR IGMC HOTLINE/ARTICLE 138 UCMJ/ARTICLE 1150 NAVREGS/ADMIN INVESTIGATION/CRIMINAL INVESTIGATION/OTHER, SPECIFY)
(K) SENSITIVITY: YES/NO (IF YES, WHAT IS THE LEVEL OF INTEREST? IS THIS IN ADDITION TO A SIGNIFICANT INCIDENT REPORT?)
(L) DESCRIPTION OF INCIDENT: (NARRATIVE OF INCIDENT)

(2) RECIPIENT INFORMATION: (REPEAT FOR EACH RECIPIENT)

- (A) RECIPIENT NO.: (? OF?. EXAMPLE 1 OF 2)
(B) COMPONENT: (USMC/USMCR/USN/CIVILIAN/FAMILY MEMBER/OTHER, SPECIFY)
(C) PAY GRADE: (E1, O6, GS, ETC.)
(D) GENDER:
(E) RACE/ETHNICITY:
(F) ALCOHOL USE SUSPECTED: (YES/NO/UNKNOWN)
(G) RECIPIENT PERSONAL INFORMATION
(1) LAST NAME:
(2) FIRST NAME:
(3) MIDDLE INITIAL:
(4) SSN:
(5) DATE OF BIRTH: (YYMMDD)
(6) LOCAL ADDRESS:
(7) CITY:
(8) STATE:
(9) ZIP CODE:
(10) COML PHONE: (WORK)
(11) DSN PHONE:
(12) MARITAL STATUS:
(13) RELIGION: (BAPTIST, BUDDHISM, CATHOLIC, CHRISTIAN SCIENCE, EPISCOPAL, GREEK ORTHODOX, HINDU, ISLAMIC, JEWISH, LUTHERAN, METHODIST, MUSLIM, NO PREFERENCE, PENTECOSTAL, PRESBYTERIAN, PROTESTANT, SEVENTH-DAY ADVENTIST, IF OTHER, SPECIFY)
(14) MILITARY/CIVILIAN: (IF CIVILIAN, DOD/FAMILY MEMBER/OTHER, SPECIFY)
(H) RECIPIENT MILITARY INFORMATION
(1) MAJOR COMMAND: (NAME)
(2) GRADE: (CORPORAL, ETC.)
(3) MOS:
(4) STATUS: (ACTIVE DUTY, RESERVIST ON ACTIVE DUTY, RETIRED)
(5) DUTY STATUS AT TIME OF INCIDENT: (DEPLOYED, ON LEAVE, ON DUTY, OFF DUTY, TAD)
(6) ACTIVE DUTY SERVICE DATE: (YYMMDD)
(7) ROTATION DATE: (YYMMDD)
(8) EAS: (YYMMDD)
(9) UIC:
(10) FUTURE MCC:
(11) CO NAME/GRADE:
(12) CO PHONE NUMBER: (DSN AND COML WORK)

ENCLOSURE (5)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

- (3) ALLEGED OFFENDER INFORMATION (REPEAT FOR EACH OFFENDER)
- (A) ALLEGED OFFENDER NO.: (? OF ? EXAMPLE 1 OF 2)
 - (B) COMPONENT: (USMC/USMCR/USN/CIVILIAN/FAMILY MEMBER/OTHER, SPECIFY)
 - (C) PAY GRADE: (E1, O6, GS, ETC.)
 - (D) GENDER:
 - (E) RACE/ETHNICITY:
 - (F) RELATIONSHIP TO RECIPIENT: (COMMANDING OFFICER, SUPERVISOR, PEER, SUBORDINATE, UNKNOWN, OTHER. IF OTHER, SPECIFY)
 - (G) ALCOHOL USE SUSPECTED: (YES / NO / UNKNOWN)
 - (H) ALLEGED OFFENDER PERSONAL INFORMATION
 - (1) LAST NAME:
 - (2) FIRST NAME:
 - (3) MIDDLE INITIAL:
 - (4) SSN:
 - (5) DATE OF BIRTH: (YYMMDD)
 - (6) LOCAL ADDRESS:
 - (7) CITY:
 - (8) STATE/COUNTRY:
 - (9) ZIP CODE:
 - (10) COML PHONE: (WORK)
 - (11) DSN PHONE:
 - (12) MARITAL STATUS:
 - (13) RELIGION: (BAPTIST, BUDDHISM, CATHOLIC, CHRISTIAN SCIENCE, EPISCOPAL, GREEK ORTHODOX, HINDU, ISLAMIC, JEWISH, LUTHERAN, METHODIST, MUSLIM, NO PREFERENCE, PENTECOSTAL, PRESBYTERIAN, PROTESTANT, SEVENTH-DAY ADVENTIST, IF OTHER, SPECIFY)
 - (14) MILITARY/CIVILIAN: (IF CIVILIAN, DOD/FAMILY MEMBER/OTHER, SPECIFY)
 - (I) ALLEGED OFFENDER MILITARY INFORMATION
 - (1) MAJOR COMMAND: (NAME)
 - (2) GRADE: (CORPORAL, ETC.)
 - (3) MOS:
 - (4) STATUS: (ACTIVE DUTY, RESERVIST ON ACTIVE DUTY, RETIRED)
 - (5) DUTY STATUS AT TIME OF INCIDENT: (DEPLOYED, ON LEAVE, ON DUTY, OFF DUTY, TAD)
 - (6) ACTIVE DUTY SERVICE DATE: (YYMMDD)
 - (7) ROTATION DATE: (YYMMDD)
 - (8) EAS: (YYMMDD)
 - (9) UIC:
 - (10) FUTURE MCC:
 - (11) CO NAME/GRADE:
 - (12) CO PHONE NUMBER: (DSN AND COML WORK)
- (4) INCIDENT DISPOSITION/RESOLUTION: (FOR EACH OFFENDER)
- (A) DATE ACTION COMPLETED: (YYMMDD)
 - (B) CLOSURE CODE: (SUBSTANTIATED / UNSUBSTANTIATED. AN INCIDENT IS SUBSTANTIATED WHEN AN INQUIRY/INVESTIGATION RESULTS IN ADMINISTRATIVE OR LEGAL DISCIPLINARY ACTIONS(S) OR THE CO DETERMINES THAT SEXUAL HARASSMENT HAS OCCURRED. AN INCIDENT IS UNSUBSTANTIATED WHEN THE RESULTS OF AN INQUIRY/INVESTIGATION DO NOT SUPPORT THE ALLEGATION.)
 - (C) ACTION TAKEN: (ADMINISTRATIVE/JUDICIAL) (IF ADMINISTRATIVE, NJP/ADMIN SEP/PERSONNEL ACTION/NO ACTION. IF JUDICIAL, SCM/SPCM/GCM/CIVILIAN TRIAL)
 - (1) IF NJP GIVE NARRATIVE OF ACTION TAKEN:
 - (D) TRIAL RESULTS: (GUILTY/NOT GUILTY)
 - (E) MILITARY SENTENCE: (DISCHARGED/IMPRISONMENT/FINE/REDUCE, PAY/OTHER, SPECIFY)
 - (1) NARRATIVE OF MILITARY TRIAL SENTENCE
 - (F) CIVILIAN SENTENCE: (CONFINEMENT/FINE/MANDATORY COUNSELING/OTHER, SPECIFY)
 - (1) NARRATIVE OF CIVILIAN TRIAL SENTENCE
 - (G) CONVENING AUTHORITY APPROVAL: (YES / NO)
 - (1) NARRATIVE OF ACTION BY APPROVING AUTHORITY: (IF REQUIRED)
- (5) WITNESS PERSONAL INFORMATION (REPEAT FOR EACH WITNESS)
- (A) WITNESS NO: (? OF ? EXAMPLE: I OF 2)
 - (B) LAST NAME:
 - (C) FIRST NAME:
 - (D) MIDDLE INITIAL:
 - (E) GENDER:
 - (F) REQUESTS ANONYMITY: (YES/NO)
 - (G) COMPONENT: (USMC/USMCR/USN/CIVILIAN/FAMILY MEMBER/OTHER, SPECIFY)
 - (H) GRADE: (CORPORAL, ETC.)
 - (I) LOCAL ADDRESS:
 - (J) CITY:
 - (K) STATE/COUNTRY:
 - (L) ZIP:
 - (M) PHONE: (COML WORK)
 - (N) DSN:
 - (O) RELATIONSHIP TO RECIPIENT: (FRIEND, GRANDPARENT, NEIGHBOR, SIBLING. IF OTHER, SPECIFY)
 - (P) MILITARY/CIVILIAN: (IF CIVILIAN, DOD/FAMILY MEMBER/OTHER, SPECIFY)

ENCLOSURE (5)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

B. Formal complaints or allegations not resolved during the initial 30-day period, require additional action in accordance with chapter 4 of this Manual. The format for these CONTINUATION reports is listed below. Action is complete when all action, to include administrative separation processing, has been completed, or the commander has determined the allegation to be unsubstantiated, or the alleged offender is found innocent at a court-martial/civilian court. FINAL update status will also be submitted in the following format:

(1) COMPLAINT IDENTIFIER

- (A) INCIDENT NO: (PREVIOUSLY ASSIGNED)
(B) DATE: (TODAY, YYMMDD)
(C) REPORT TYPE: (CONTINUATION / FINAL)
(D) COMMAND POC: (NAME, PHONE, COMPLETE MAILING ADDRESS, ELMS ID)

(2) DISPOSITION INFORMATION (REPEAT FOR EACH OFFENDER)

- (A) INVESTIGATION COMPLETED: (YYMMDD)
(B) CLOSURE CODE: (SUBSTANTIATED / UNSUBSTANTIATED. AN INCIDENT IS SUBSTANTIATED WHEN AN INQUIRY/INVESTIGATION RESULTS IN ADMINISTRATIVE OR LEGAL DISCIPLINARY ACTIONS(S) OR THE CO DETERMINES THAT SEXUAL HARASSMENT HAS OCCURRED. AN INCIDENT IS UNSUBSTANTIATED WHEN THE RESULTS OF AN INQUIRY/INVESTIGATION DO NOT SUPPORT THE ALLEGATION.)
(C) ACTION TAKEN: (ADMINISTRATIVE/JUDICIAL) (IF ADMINISTRATIVE, NJP/ADMIN SEP/PERSONNEL ACTION/NO ACTION. IF JUDICIAL, SCM/SPCM/GCM/CIVILIAN TRIAL)
(1) IF NJP GIVE NARRATIVE OF ACTION TAKEN:
(D) TRIAL RESULTS: (GUILTY/NOT GUILTY)
(E) MILITARY SENTENCE: (DISCHARGED/IMPRISONMENT/FINE/REDUCE, PAY/OTHER, SPECIFY)
(1) NARRATIVE OF MILITARY TRIAL SENTENCE
(F) CIVILIAN SENTENCE: (CONFINEMENT/FINE/MANDATORY COUNSELING/OTHER, SPECIFY)
(1) NARRATIVE OF CIVILIAN TRIAL SENTENCE
(G) CONVENING AUTHORITY APPROVAL: (YES / NO)
(1) NARRATIVE OF ACTION BY APPROVING AUTHORITY: (IF REQUIRED)
(H) DATE FINAL ACTION COMPLETED: (YYMMDD)

C. PRIVACY ACT STATEMENT

Requiring Document: MCO P5354.1C, Equal Opportunity Manual.

Sponsor Code: CMC(MPE).

Authority: Title 5 U. S. Code 301; Title 10 U.S. Code 5013. Privacy Act of 1974, as amended by Title 5 U. S. Code 552a.

Principal Purpose: Statistical data collection and tracking of complaints received.

Routine uses: Used to track the resolution of complaints and/or allegations of discrimination or sexual harassment received by a unit through formal reporting channels.

Disclosure: Disclosure of the requested information is voluntary. Failure to disclose the requested information may result in delay of the resolution process or inhibit the ability of the command to effectively process the complaint and promote the goals of the Marine Corps Equal Opportunity Program.

II. Commands located near an EO advisor may utilize the following DASH form to collect the required information and forward the report to the local EO advisor for electronic transmission to the CMC (MPE):

ENCLOSURE (5)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC (MPE) Part 1 of 5	
<p>The major command will notify the CMC (MPE) via DASH within 30 days of an immediate commander receiving a formal report or allegation of discrimination, to include sexual harassment. The complaint will be entered into DASH by the installation EO Advisor. The format for the INITIAL DASH report is contained in the following five part form. LEAVE DATA ELEMENTS BLANK WHEN INFORMATION IS UNAVAILABLE OR DETERMINATION HAS NOT BEEN MADE. After filing an INITIAL DASH report with CMC (MPE), use Part 1A (DASH Status Update Report) to provide further updates and/or to report FINAL closure of this incident.</p>	
1. INCIDENT DESCRIPTION	DATE PREPARED:
(A) INCIDENT NUMBER: (USE MCC-FY-SERIAL NUMBER, NUMBER SEQUENTIALLY)	(B) DATE REPORTED: (YYMMDD)
(C) REPORT TYPE: INITIAL / CONTINUATION / FINAL	(D) REPORTING SERVICE: USMC / USMCR / USN / FAMILY MEMBER / CIVILIAN / OTHER / UNKNOWN
(E) UIC/MCC:	(F) POC: (NAME, GRADE, ADDRESS, PHONE NUMBER, ELMS ID)
(G) DATE(S) OF INCIDENT: From: (YYMMDD) To: (YYMMDD)	(H) TYPE DISCRIMINATION: Age / Sex / Religion / Race / Ethnic / Sexual Harassment / Other, specify
(I) LOCATION: Aboard Ship, at sea / Aboard Ship, in port / Off Base, US / On Base, US / Off Base, overseas / On Base, Overseas / Other, specify	(J) REPORTED THROUGH: Request Mast / Charge Sheet / Congressional Inquiry / DON or IGMC Hotline / Article 138 of UCMJ / Article 1150 of NAVREGS / Administrative Investigation / Criminal Investigation / Other, specify
(K) SENSITIVITY: YES / NO. If yes, what is the level of interest? Is this in addition to a significant incident report ?	
(L) DESCRIPTION OF INCIDENT: (NARRATIVE OF INCIDENT)	
INCIDENT NO:	Page 1 of _____

MARINE CORPS EQUAL OPPORTUNITY MANUAL

USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC(MPE) Part 2 of 5		
<p>PRIVACY ACT STATEMENT Requiring Document: MCO P5354.1C, Marine Corps Equal Opportunity Manual. Sponsor Code: CMC(MPE). Authority: Title 5 U. S. Code 301; Title 10, Privacy Act of 1974, as amended by Title 5 U. S. Code 552a. Principal Purpose: Statistical data collection and tracking of complaints received. Routine uses: Used to track the resolution of complaints and/or allegations of discrimination or sexual harassment received by a unit through formal reporting channels. Disclosure: Disclosure of the requested information is voluntary. Failure to disclose the requested information may result in delay of the resolution process or inhibit the ability of the command to effectively process the complaint and promote the goals of the Marine Corps Equal Opportunity Program.</p> <p>Signature of this Recipient: _____ Date: _____</p>		
2. RECIPIENT INFORMATION: (REPEAT FOR EACH RECIPIENT)		DATE PREPARED: _____
(A) RECIPIENT NUMBER: # OF #. (EXAMPLE, 1 OF 2)	(B) COMPONENT: USMC / USMC R / USN / CIVILIAN / FAMILY MEMBER / OTHER, SPECIFY	(C) PAY GRADE:
(D) GENDER:	(E) RACE / ETHNICITY:	(F) ALCOHOL USE SUSPECTED: YES / NO / UNKNOWN
(G) RECIPIENT PERSONAL INFORMATION: (REQUIRES PRIVACY ACT STATEMENT TO BE SIGNED BY RECIPIENT)		
(1) LAST NAME:	(2) FIRST NAME:	(3) MIDDLE INITIAL:
(4) SSN:	(5) DATE OF BIRTH: (YYMMDD)	
- (6) LOCAL ADDRESS:		
(7) CITY:	(8) STATE:	(9) ZIP CODE:
(10) COML PHONE: (WORK)	(11) DSN PHONE:	(12) MARITAL STATUS:
(13) RELIGION:	(14) MILITARY / CIVILIAN: (IF CIVILIAN, DOD CIVILIAN, FAMILY MEMBER, OTHER, SPECIFY)	
(H) RECIPIENT MILITARY INFORMATION:		
(1) MAJOR COMMAND: (NAME)		
(2) GRADE: (CORPORAL, ETC.)	(3) MOS:	(4) STATUS: (ACTIVE DUTY, RESERVIST ON ACTIVE DUTY, RETIRED))
(5) DUTY STATUS AT TIME OF INCIDENT: (ON LEAVE, ON DUTY, OFF DUTY, TAD, DEPLOYED)		(6) ACTIVE DUTY SERVICE DATE: (YYMMDD)
(7) ROTATION DATE: (YYMMDD)	(8) EAS: (YYMMDD)	(9) UIC:
(10) FUTURE MCC:	(11) CO NAME / GRADE:	
(12) CO PHONE NUMBER:	DSN:	WORK COML:
INCIDENT NO: _____		Page _____ of _____

ENCLOSURE (5)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC(MPE) Part 3 of 5		
<p>PRIVACY ACT STATEMENT Requiring Document: MCO P5354.1C, Marine Corps Equal Opportunity Manual. Sponsor Code: CMC(MPE). Authority: Title 5 U. S. Code 301; Title 10, Privacy Act of 1974; as amended by Title 5 U. S. Code 552a. Principal Purpose: Statistical data collection and tracking of complaints received. Routine uses: Used to track the resolution of complaints and/or allegations of discrimination or sexual harassment received by a unit through formal reporting channels. Disclosure: Disclosure of the requested information is voluntary. Failure to disclose the requested information may result in delay of the resolution process or inhibit the ability of the command to effectively process the complaint and promote the goals of the Marine Corps Equal Opportunity Program.</p> <p>Signature of this Alleged Offender: _____ Date: _____</p>		
3. OFFENDER INFORMATION: (REPEAT FOR EACH OFFENDER)		DATE PREPARED:
(A) OFFENDER NUMBER: # OF #: (EXAMPLE, 1 OF 2)	(B) COMPONENT: USMC / USMCR / USN / CIVILIAN / FAMILY MEMBER / OTHER, SPECIFY	(C) PAY GRADE:
(D) GENDER:	(E) RACE / ETHNICITY:	(F) RELATIONSHIP TO RECIPIENT: (COMMANDING OFFICER, PEER, SUBORDINATE, SUPERVISOR, UNKNOWN, IF OTHER, SPECIFY)
(G) ALCOHOL USE SUSPECTED: YES / NO / UNKNOWN		
(H) ALLEGED OFFENDER PERSONAL INFORMATION: (REQUIRES PRIVACY ACT STATEMENT TO BE SIGNED BY OFFENDER)		
(1) LAST NAME:	(2) FIRST NAME:	(3) MIDDLE INITIAL:
(4) SSN:	(5) DATE OF BIRTH: (YYMMDD)	
(6) LOCAL ADDRESS:		
(7) CITY:	(8) STATE:	(9) ZIP CODE:
(10) COML PHONE: (WORK)	(11) DSN PHONE:	(12) MARITAL STATUS:
(13) RELIGION:	(14) MILITARY / CIVILIAN: (IF CIVILIAN, DOD CIVILIAN, FAMILY MEMBER, OTHER, SPECIFY)	
(I) ALLEGED OFFENDER MILITARY INFORMATION: (REQUIRES PRIVACY ACT STATEMENT TO BE SIGNED BY OFFENDER)		
(1) MAJOR COMMAND: (NAME)		
(2) GRADE: (CORPORAL, ETC.)	(3) MOS:	(4) STATUS: (ACTIVE DUTY, RESERVIST ON ACTIVE DUTY, RETIRED)
(5) DUTY STATUS AT TIME OF INCIDENT: (ON LEAVE, ON DUTY, OFF DUTY, TAD, DEPLOYED)		(6) ACTIVE DUTY SERVICE DATE: (YYMMDD)
(7) ROTATION DATE: (YYMMDD)	(8) EAS: (YYMMDD)	(9) UIC:
(10) FUTURE MCC:	(11) CO NAME / GRADE:	
(12) CO PHONE NUMBER:	DSN:	WORK COML:
INCIDENT NO:		Page _____ of _____

ENCLOSURE (5)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC(MPE) Part 4 of 6	
4. INCIDENT DISPOSITION / RESOLUTION	DATE PREPARED:
REPEAT THIS PAGE FOR EACH OFFENDER: OFFENDER'S NAME: (LAST, FIRST, MI)	
(A) DATE ACTION COMPLETED: (YYMMDD)	(B) CLOSURE CODE: SUBSTANTIATED / UNSUBSTANTIATED
(C) ACTION TAKEN: (ADMINISTRATIVE / JUDICIAL)	
IF ADMINISTRATIVE, NJP / ADMIN SEPARATION / NO ACTION	IF JUDICIAL, SUMMARY / SPECIAL / GENERAL COURT MARTIAL / CIVILIAN TRIAL
(1) NARRATIVE OF NJP RESULTS:	
(D) JUDICIAL TRIAL RESULTS: (GUILTY / NOT GUILTY)	
(E) MILITARY SENTENCE: (DISCHARGED / IMPRISONMENT / FINE / REDUCED PAY / OTHER, SPECIFY)	
(F) CIVILIAN SENTENCE: (CONFINEMENT / FINE / MANDATORY COUNSELING / OTHER, SPECIFY)	
(1) NARRATIVE OF MILITARY TRIAL / CIVILIAN TRIAL RESULTS:	
(G) CONVENING AUTHORITY APPROVAL: (YES / NO)	
(1) NARRATIVE OF APPROVING AUTHORITY RESULTS, (IF REQUIRED):	
INCIDENT NO:	Page _____ of _____

ENCLOSURE (5)

ENCLOSURE (5)

MARINE CORPS EQUAL OPPORTUNITY MANUAL

USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC(MPE) Part 1A STATUS UPDATE REPORT	
Formal complaints or allegations not resolved during the initial 30 day period, require additional action in accordance with chapter 4 of MCO P5354.1C. The format for these additional reports is listed below. Action is complete when all action, to include administrative separation processing, has been completed, or the commander has determined the allegation to be unsubstantiated, or the alleged offender is found innocent at a courtmartial/civilian court. Final update status will also be submitted in the following format:	
1. COMPLAINT IDENTIFIER	(A) INCIDENT NUMBER: (PREVIOUSLY ASSIGNED)
(B) TODAY'S DATE (YYMMDD)	(C) REPORT TYPE: CONTINUATION / FINAL
(D) COMMAND POC: (NAME, PHONE, COMPLETE MAILING ADDRESS, ELMS ID)	
2. DISPOSITION INFORMATION (REPEAT FOR EACH OFFENDER)	
OFFENDER'S NAME:	
(A) INVESTIGATION COMPLETED: (YYMMDD)	(B) CLOSURE CODE: SUBSTANTIATED / UNSUBSTANTIATED
(C) ACTION TAKEN: (ADMINISTRATIVE / JUDICIAL)	
IF ADMINISTRATIVE, NJP / ADMIN SEPARATION / NO ACTION	IF JUDICIAL, SUMMARY / SPECIAL / GENERAL COURT MARTIAL / CIVILIAN TRIAL
(1) NARRATIVE OF NJP RESULTS:	
(D) JUDICIAL TRIAL RESULTS: (GUILTY / NOT GUILTY)	
(E) MILITARY SENTENCE: (DISCHARGED / IMPRISONMENT / FINE / REDUCED PAY / OTHER, SPECIFY)	
(F) CIVILIAN SENTENCE: (CONFINEMENT / FINE / MANDATORY COUNSELING / OTHER, SPECIFY)	
(G) NARRATIVE OF MILITARY TRIAL / CIVILIAN TRIAL RESULTS:	
(H) CONVENING AUTHORITY APPROVAL: YES / NO	
(1) NARRATIVE OF APPROVING AUTHORITY RESULTS, (IF REQUIRED):	
(I) DATE FINAL ACTION COMPLETED: (YYMMDD)	
INCIDENT NO:	Page _____ of _____

ENCLOSURE (5)